



Syllabus

PFC 121 – Introduction to Construction Estimating

Welcome to PFC 121!

We're going to have a great time learning together!

Communication Policy

You may contact me through the messaging system. Please communicate with me early and often if you are experiencing challenges in completing course assignments on time. I will answer your messages within 24 hours or less of receiving them.

Course Description (Goals and Objectives)

This course will use part of the Blueprint set from Introduction to Blueprint Reading. The project is a residential addition.

This course will cover concepts and topics related to quantity takeoffs, estimating, markups & add-ons, Excel spreadsheets and validation. The course will also cover concepts related to MasterFormat, unit types and conversion, and standard documents related to estimating. This course is **not** a comprehensive, hands-on walkthrough of how to prepare a construction estimate.

This course is designed for people in the construction industry who are interested in advancing their employment opportunities.

Course Materials and Textbooks

There is no required textbook for this course.

Course Prerequisites

Fundamental working knowledge of the Windows environment or instructor approval.

Student Learning Outcomes/Learning Objectives

1. Understand the Process for Generating Quantity Takeoffs
2. Read MasterFormat Codes in the Quantity Takeoff and Estimate
3. Recognize Estimate Cost Categories and Associated Cost Factors
4. Review General Project Conditions and Risk Analysis
5. Discuss Best Practices for Bid Delivery and Estimate Proposals

Attendance

To satisfy the course attendance requirements, students are typically required to complete at a minimum, the Lesson 1 quizzes (assessments) before the end of the 11th day (11:55 pm Pacific time) of the course. Course attendance is also evaluated by the timely submission of a student's course project deliverables. Students who fail to complete their quizzes by the 11th day of class will be considered "absent" by VDCI. Specific due dates for this course can be found in "Deadlines for Submitting Project Deliverables".

Participation

Participation is evaluated by engagement in the Graded Discussion Forum. This forum encourages participation directly with instructors and students in a course. Typically, ten percent of the course grade is assigned for participation. A specific grading breakdown for this course can be found in "Weighted Grading Criteria".

Grading Policies

After you have successfully completed all the requirements for your course, you will receive a VDCI course completion certificate. If you are a VDCI Technology Certificate student, your course must be taken for a letter grade. Classes that are taken as an Audit will not qualify for a completion certificate or count towards a VDCI Technology Certificate Program or VDCI Digital Badge.

You can change your VDCI grading option from letter grade to Audit any time BEFORE the 18th day of class by contacting either the Program Manager or Program Coordinator.

Letter grades are based on the following scale. Your final course grade is based on the weighted grading criteria of the points you have earned.

Passing Grades	
A+	100%
A	93-99%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%

Non-Passing Grades	
D	60-69%
F	59% and below

Weighted Grading Criteria

Participation	15%
Quizzes	<u>85%</u>
TOTAL	100%

NOTE: Students can check their course progress in the Learning Hub at any time by clicking the Assignments link on the left sidebar of each course page.

Deadlines for Submitting Project Deliverables

Project deliverables must be submitted to me through the Learning Hub.

1. One post in the course Graded Discussion Forum is due before the end of the first Monday (4th day) of the course. Your grade for this post will be reduced by 10% (one full letter grade) for every day the deliverable is late.
2. The Lesson 1 quizzes are due before the end of the second Monday (11:55 pm Pacific time) of the course.
3. All remaining course deliverables are due by the end of the third Monday (11:55 pm Pacific time) of the course.
4. Course deliverables will not be accepted any later than one day after the course has formally been closed (19th day). Your grade will be reduced by 10% (one full letter grade) for being late.

IMPORTANT: Please review all course due dates in the Learning Hub.

Discussion Forums/Student Engagement

Please be engaged in the Graded Discussion Forum. Your postings and responses in the Graded Discussion Forum are geared toward expanding the learning experience for you and your classmates in meaningful ways.

NOTE: The Graded Forum is a required and graded element for this course.

Please read the instructions for each Graded Discussion Forum assignment as they may differ in terms of content and response requirements.

To effectively participate in the discussion forum, you can:

1. Take a leadership role by being the first to post a topically-meaningful response in the Discussion Forum.
2. Reply thoughtfully to the postings of your classmates, including rebuttal of ideas/opinions.
3. Expand on the comments in the Discussion Forum by posing thought-provoking questions and/or providing topically-relevant/related outside links.
4. Post in a timely manner.

When I grade your Discussion Forum comments, I am most interested the quality of your postings/responses. Your contributions should add to the knowledge base of our course participants and provide substantive thought to receive points. If you are less knowledgeable about a topic, pose questions about the topic and/or share what you find when you research the topic yourself.

Academic Integrity Policy

The Virtual Design & Construction Institute (VDCI) is an institution of learning, career education, and technical skill development – a community based on academic honesty and integrity. As members of the VDCI community, faculty, students, and administrative staff share responsibility for maintaining this environment. It is essential that all members of the VDCI community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work. Academic dishonesty is unacceptable and will not be tolerated at VDCI. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities erode the Institute's educational, research, and social roles.

If students who knowingly or intentionally conduct or help another student perform dishonest conduct, acts of cheating, or plagiarism will be subject to disciplinary action at the discretion of VDCI.